

Berkeley County Government

JOB OPENING

I.T. PROJECT MANAGER 1 (PS100617)

DEPARTMENT: INFORMATION TECHNOLOGY

JOB SUMMARY/ESSENTIAL FUNCTIONS: Under the close supervision of Senior IT staff, implements and develops IT applications, including computerized business systems software that meet the County's operational and technological requirements. Provides overall management of activities for specific software applications and related hardware issues. Consults with IT staff, Elected Officials, Department Directors, supervisory staff, consultants, and vendors to gather information about application needs, objectives, functions, features and interface requirements. Provide technical assistance by responding to inquiries from others regarding errors, problems or questions about specific applications. Train end users or technical support staff to use applications. Performs other related duties as assigned.

QUALIFICATIONS:

Bachelor's degree in Computer Science or related field and *four (4) years working experience with business and/or government computer software applications.

* Because this is an entry level professional position, each year of completed related education may be counted as one year of work experience.

Working knowledge of personal computers and peripheral devices with a good understanding of the Internet application systems environment.

Working knowledge of SQL and Crystal Reports required.

Ability to write Scripts required.

Experience with SC Court Management System preferred.

Knowledge and experience with specific application areas of government may be preferred.

Project management, implementation, conversion and applications and development experience preferred.

Departmental testing may be administered during interview.

Completed degree(s) that are not required but are beneficial may partially be considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is normally classified as exempt. The normal work schedule is thirty-seven and one half (37.5) hours per week. Monday through Friday 9:00 a.m. until 5:00 p.m. with a twelve (12) week rotation of on-call week nights and weekends for emergencies. Must be able to work extended hours and weekends to complete projects when required. Scheduled hours/days and location subject to change.

Please visit our website at www.berkeleycountysc.gov for an application or contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163).

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

I.T. Project Manager 1 - Grade C36

Entry Base Level Bi-Weekly Pay: \$1618.66 - \$1861.46

Date of Posting: 08/10/11

Closing Date: Subject to close at any time

THE EMPLOYMENT APPLICATION MUST BE FULLY COMPLETED. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. APPLICATIONS WILL NOT BE ACCEPTED ONCE POSITION IS CLOSED. POSITIONS ARE SUBJECT TO BEING CLOSED AT ANY TIME.